

## Terminology

### On Windows

Blue Screen of Death (less common on Windows since XP)  
 Command Prompt  
 Control Panel  
 Directory  
 Explorer  
 My Computer  
 Options  
 Program  
 Recycle Bin  
 Right click menu  
 Taskbar  
 Windows Update

### On Mac

Kernel Panic (Very rare on Macs)  
 Terminal  
 System Preferences  
 Folder  
 Finder  
 Finder  
 Preferences  
 Application  
 Trash  
 Context menu  
 Dock  
 Software Update

## Equivalents

### Function

Abort an application

### On Windows

Ctrl-Alt-Del and select application and click "End Task"

### On Mac

Option-Command-Esc then select and click "Force Quit"

Applets

Applications: Accessing running applications

Bottom right of Taskbar

Alt-tab;  
 Click on program's name in the Taskbar

Top right of menu bar

Alt-tab;  
 F9;  
 Click on the application's icon in the Dock. Running applications are indicated by a black triangle below the application's Dock icon.

Applications: Finding and launching

Start Menu

Dock;  
 Applications folder

Basic troubleshooting of application crashes. (After performing each of these, test if the problem is solved.)

Restart application;  
 Reboot;  
 Scandisk;  
 Defrag;  
 Reinstall troublesome program

Restart application;  
 Reboot;  
 Delete troublesome application's preference file (found in Library/Preferences folder of your User folder and often named something like com.vendorsname.applicationname.plist.);  
 Repair disk permissions using the Disk Utility in the Applications/Utilities folder (requires administrator access)

Close a window

Close button (top right of window)

Close button (top left of window). Note: If the Close button displays a grey dot in the middle of it, the document in the window is unsaved.

Context menus

Right mouse click

Control-left mouse click on single button mice, otherwise, also right mouse click

Copy

Cut

Drive names

Control-C

Control-X

C:, D:, E: etc

Command-C

Command-X

OS X uses the name given to the disk (the label in Windows) to reference disks. eg "iMac Hard Disk"

Ejecting CDs and DVDs

Push eject button on disk drive;  
 Right click on disk and select "Eject"

In a Finder window, click eject symbol to right of disk  
 Drag and drop the disk's icon on to the Trash icon (it will turn into an Eject icon);  
 Push the Eject key (⏏) on the keyboard.  
 Note: a disk in use will not be able to be ejected.

File navigation and management

Windows Explorer;  
 My Computer

Finder

Files: Location of personal files

My Documents

Documents

Help

F1

Command-?

Installing programs	Run install program (if not automatically run)	Some applications have an installer (usually indicated by a pkg or mpkg suffix). Double click to install. Others you simply drag and drop to the Applications folder.
Maximize a window	Maximize button (top right of window)	Zoom button (green button in top left of window). Note: Zoom is not functionally equivalent of Maximize, but is the closest thing to it on Macs. Zoom only enlarges the window enough to display the full width of the document within it.
Menu bar: Accessing by keystroke	Alt key	Control-F2
Menu bar: Location of an application's menu bar	Top of its window	Top of screen
Minimize a window	Minimize button (top right of window)	Minimize button (orange button in top left of window).
Monitoring system performance	Task Manager	Activity Monitor (found in the Applications/Utilities folder)
Move cursor one word right	Control-Right arrow (cursor) key	Option-Right arrow (cursor) key
Move cursor one word left	Control-Left arrow (cursor) key	Option-Left arrow (cursor) key
Move cursor to beginning of the line	Home key	Control-Left arrow (cursor) key
Move cursor to end of the line	End key	Control-Right arrow (cursor) key
Paste	Control-V	Command-V
Properties: Getting information about an item	Properties menu item. Usually in context menu	Get Info. Usually in either context menu or File menu
Options and settings: Location in menus	Usually under the Tools menu item	Usually under the application's named menu item
Removing media	Right click on device and select "Eject"; Open "Safely Remove Hardware" from Task Bar and Stop device to remove	In a Finder window, click eject symbol to right of the device; Drag and drop the device's icon onto the Trash icon (it will turn into an Eject icon); Note: a device in use will not be able to be ejected.
Resize a window	Click and drag any edge	Click and drag bottom right corner
Run an applications	Locate via the Start menu	If not already in the Dock, applications are stored in the Applications folder and its sub-folders and can be run directly from there. They can be kept permanently in the Dock by right clicking on their Dock icon and selecting "Keep in Dock".
Screen brightness	Usually on the monitor	F14 to decrease; F15 to increase
Screen capture	PrtScn to capture full screen to clipboard; Alt-PrtScrn to capture current window to clipboard	Command-Shift-3 to capture full screen to a file; Control-Command-Shift-3 to copy the full screen to the Clipboard; Command-Shift-4 to capture selected area of the screen to a file. Press spacebar to automatically select the window under the cursor; Control-Command-Shift-4 to copy the selected area to the Clipboard.
Select All	Control-A	Command-A
Separator used in path names	Backslash (\)	Forward slash (/)
Show Desktop	Click Show Desktop shortcut in Taskbar	F11
System information	System in Control Panel	"About this Mac" in the Apple menu (top left corner of the screen)
Tabbed browsing	Available in Internet Explorer 7 and Firefox	In Safari, is off by default. Enable in Safari's preferences
Undo	Control-Z	Command-Z

# Applications

Purpose	On Windows	On Mac
Browser	Internet Explorer; Firefox	<u>Safari</u> ; Firefox
Calendaring (personal)	Outlook	<u>iCal</u>
Calendaring (professional)	Outlook; Lotus Notes	Microsoft Entourage; Lotus Notes
Database	Access	Filemaker
Desktop publishing (home)	Microsoft Publisher; The Print Shop	Apple Pages; The Print Shop
Desktop publishing (professional)	Adobe InDesign; QuarkXPress	Adobe InDesign; QuarkXPress
Email client (personal)	Outlook Express; Thunderbird	<u>Mail</u> ; Microsoft Entourage; Thunderbird
Email client (professional)	Outlook	Microsoft Entourage
Flash content creation	Flash	Flash
Illustration	Adobe Illustrator; Inkscape	Adobe Illustrator; Inkscape
Image editing (home)	Adobe Photoshop Elements	Adobe Photoshop Elements
Image editing (professional)	Adobe Photoshop	Adobe Photoshop
Instant Messaging	Microsoft Messenger; ICQ; Yahoo Messenger	<u>iChat</u> ; Microsoft Messenger; ICQ; Yahoo Messenger
Internet telephone calls	Skype	Skype
Movie Editing (home)	Movie Maker; Adobe Premiere Elements	<u>iMovie</u> ; Final Cut Express
Movie Editing (professional)	Adobe Premiere Professional	Final Cut Pro
Music Player	Windows Media Player; iTunes	<u>iTunes</u>
PDF viewer	Adobe Reader	<u>Preview</u>
PDF creation	Adobe Acrobat	Built-in print-to-PDF facility; Adobe Acrobat
Photo management (personal)	Google's Picassa	<u>iPhoto</u>
Photo management (professional)	Adobe Lightroom	Apple Aperture; Adobe Lightroom
Presentation	Powerpoint	Powerpoint; Apple Keynote
Spreadsheet	Excel	Excel
Text editor	Notepad; Wordpad	<u>TextEdit</u>
Web page authoring (professional)	Dreamweaver	Dreamweaver
Widgets	Yahoo Widget Engine	<u>Dashboard</u> ; Yahoo Widget Engine
Word Processing	Microsoft Word	Microsoft Word; Apple Pages